

Indiana Alternative Fuel Vehicle Infrastructure Grant Program

The Indiana Department of Commerce, Energy Policy Division (EPD) is making available grants of up to \$30,000 each to encourage the development of an improved alternative fuels infrastructure in Indiana. The lack of refueling infrastructure is currently a major obstacle in bringing about greater acceptance and use of alternative fuel vehicles (AFVs). Vehicle fleets that have not had to comply with the Energy Policy Act of 1992 (EPACT) have often avoided alternative fuel vehicles because of the limited availability of alternative fuels. Fleets that have had to comply with EPACT purchase requirements have often purchased either bi-fuel or flexible fuel vehicles, which they run exclusively on gasoline. The development of infrastructure is the most pressing current need for compliance with EPACT and for the development of stronger Clean Cities organizations.

I. Eligible Projects

Eligible projects will be those that involve the installation and use of new alternative fuel vehicle (AFV) refueling sites within the State of Indiana. Eligible alternative fuels are those defined under the EPACT statute and regulations as of July 1, 1999. Eligible applicants are private businesses, non-profit institutions, and units of government. No project that requests EPD funding in excess of 50% of total project costs will be funded.

II. Eligible Costs

EPD grant funds may be used for the following expenses:

- * The purchase of fuel storage, dispensing, and metering equipment.
- * The costs of installing such equipment.
- * Site preparation costs.
- * Safety equipment necessary under applicable state, federal, and local regulations for refueling sites and fuel storage facilities.

EPD funds may not be used for surveys, feasibility studies, engineering and design costs, fuel, operating expenses of the site once it has become operational, or any other costs not specifically cited above.

III. Grant Amounts

Grant amounts up to \$30,000 per proposal will be considered. Total funding available is \$180,000. EPD will provide up to 50% of eligible project costs. However, applicants are encouraged to develop projects in which the applicant's share significantly exceeds 50% of total project costs.

IV. Criteria for Evaluating Proposals

Proposals submitted for consideration will be evaluated by EPD staff. All eligible proposals will be evaluated according to the criteria outlined below. Proposals will be awarded a score between 0 and 100 points, with points awarded in specific categories as follows:

| | |
|---|-------------|
| Likelihood of project to increase alternative fuel use in Indiana | 0 to 25 pts |
| Project soundness | 0 to 25 pts |
| Public access to site | 0 to 20 pts |
| Partnership with a Clean Cities organization | 0 to 10 pts |
| Number and diversity of partners | 0 to 10 pts |
| Cost sharing above 50% | 0 to 10 pts |

Projects that score below 60 points will not be funded. In keeping with Indiana's policy of fuel neutrality, no more than two-thirds of the projects awarded will be for any one fuel type.

a. Likelihood of project to increase alternative fuel use in Indiana: A proposals should describe, and where possible document, how the project will increase AFV purchase and/or alternative fuel use in Indiana. Among the information that a proposal should include is the location of the proposed refueling site, the location and size of major fleets likely to make use of the site, location relative to major highways and roads, fuel storage capabilities, and the dispensing capabilities (speed) of the proposed equipment. Commitments from nearby fleets to use the proposed site will enhance the score of the proposal, therefore, applicants are encouraged to seek commitments and to document them with letters of support. Similarly, if nearby fleets do not currently operate AFVs but would do so in the future as a result of the proposed project, letters to that effect should be included with the proposal. Fuel sale projections should also be included, along with explanations of the bases for the projections.

b. Project soundness: Each proposals should present a clear and detailed budget of the project. The budget should demonstrate realistic cost projections and should document these as fully as possible with written estimates and/or catalogue prices. Proposals should also demonstrate property access and/or lease commitments, as well as fuel availability and cost, and should account for any technical or legal barriers (such as zoning) that the project might involve. The size and soundness of financial commitments made by applicants and their partners will also be a factor in assessing project soundness. EPD staff will also evaluate the soundness and realism of projected fuel sales.

c. Public access to site: Full points in this category will be awarded to projects that construct refueling facilities at sites that are open to and easily accessible by the public, that sell fuel beyond regular business hours (i.e. nights and weekends), and that will accept payment in cash and/or major credit cards.

d. Partnership with a Clean Cities organization: Because Clean Cities organizations involve a network of partners committed to the use of alternative fuels, projects that work closely with Clean Cities groups offer greater potential for synergy in developing the project. Applicants are therefore encouraged to participate with their local Clean Cities group in developing proposals. Proposals that can demonstrate significant commitment by a Clean Cities organization through inclusion of a letter of support and/or financial commitment to the project will receive points in this category.

e. Number and diversity of partners: Because commercial viability of refueling sites is dependent upon use by several regular customers, projects that demonstrate financial or other commitments from only one entity are less likely to succeed. To receive full points in this category a proposal should include commitments from several and diverse sources, and should also include commitments from fleets in the area to make use of the proposed facility.

f. Cost sharing above 50%: Projects in which the applicant and partners contribute more than 50% cost-sharing demonstrate a greater commitment to the project and therefore will receive points in this category.

V. Application Procedure

In order to receive consideration, each application should contain the following elements:

- * A completed Application Cover Sheet (provided with this mailing).
- * A one paragraph abstract summarizing the project.
- * A detailed proposal that addresses the evaluation criteria listed above.
- * A timeline for the completion of work to be performed as part of the project.
- * A completed Sources and Uses of Funds form (provided with this mailing).
- * A detailed budget listing specific equipment, installation, labor, and other costs of the entire project.
- * A completed Applicant Disclosure form (provided with this mailing).

Any application that does not contain all of these elements may be delayed or withdrawn from consideration.

Applicants should send one original and four copies of each completed application.

Applications should be sent to the following address:

Alternative Fuel Vehicle Infrastructure Grant Program
Indiana Department of Commerce, Energy Policy Division
One North Capitol Avenue, Suite 700
Indianapolis, IN 46204

Once received, proposals will be evaluated by EPD staff, and applicants will be informed of awards within four to six weeks. For further information on the program and the application process, call the Energy Policy Division at 317-232-8940.

Application Cover Sheet
Indiana Alternative Fuel Vehicle Infrastructure Grant Program

1. Project Title: _____

2. Submitted By: _____

Company or Organization

Address

City

State

ZIP Code

3. Contact Person: _____

Name

Address

City

State

ZIP Code

Phone

Fax

E-Mail

4. Budget Summary: EPD \$ _____ % _____

Applicant \$ _____ % _____

Others \$ _____ % _____

Total Project Cost \$ _____ % _____

5. Project Location: _____

City

County

State

EPD USE ONLY

6. Date Received _____

7. Date Postmarked _____

8. Score: Alt Fuel Use _____

CC Partner _____

Soundness _____

Partners _____

Public Access _____

Cost Share _____

Total _____

9. Funded: Yes _____ No _____

Indiana Alternative Fuel Vehicle Infrastructure Grant Program Sources and Uses of Project Funds

Funding Contribution

| <u>Participants</u> | <u>Cost Share, Dollars</u> | <u>Cost Share, Percent of Total Costs</u> |
|---------------------|--------------------------------|---|
| 1. EPD | _____ | _____ |
| 2. Applicant | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| Total | _____ | _____ |

Project Budget Funding Sources

| | <u>EPD</u> | <u>Applicant</u> | <u>Partners</u> | <u>Total</u> |
|-------------------|------------|------------------|-----------------|--------------|
| Personnel | _____ | _____ | _____ | _____ |
| Equipment | _____ | _____ | _____ | _____ |
| Supplies | _____ | _____ | _____ | _____ |
| Contractual | _____ | _____ | _____ | _____ |
| Travel | _____ | _____ | _____ | _____ |
| Site Contribution | _____ | _____ | _____ | _____ |
| Other | _____ | _____ | _____ | _____ |
| Indirect Costs | _____ | _____ | _____ | _____ |
| Total | _____ | _____ | _____ | _____ |

**Indiana Alternative Fuel Vehicle Infrastructure Grant Program
Applicant Disclosure**

Please answer the following questions. For answers requiring explanation, please provide written explanations on a separate page.

1. Is the applicant presently involved in any litigation which would have a materially adverse effect on the applicant's financial condition?

No _____ Yes _____ (If yes, provide written explanation.)

2. Has the applicant or any associated entities ever been involved in bankruptcy, creditor's rights, or receivership proceedings or sought protection from creditors?

No _____ Yes _____ (If yes, provide written explanation.)

3. Has the applicant, the applicant's company or organization, or a principal officer been convicted of a felony?

No _____ Yes _____ (If yes, provide written explanation.)

4. Has the applicant or any principal officer been under indictment or investigation by a public agency for any actions taken in Indiana which were alleged to be in violation of a state or federal statute or regulation?

No _____ Yes _____ (If yes, provide written explanation.)

5. Has the applicant or any principal officer been under indictment or investigation by a public agency for any actions taken in Indiana which were alleged to be in violation of a state, federal, or local environmental statute or regulation?

No _____ Yes _____ (If yes, provide written explanation.)

6. Is the applicant a minority owned business?

No _____ Yes _____